

Carpentry Maintenance Worker

Major Duties and Responsibilities

Operation

50% of time

- Enter work orders related to system and equipment problems and coordinate with work order execution personnel
- Installs and repairs building assemblies (walls, ceilings, floors, doors, partitions, and fittings.), fixed and moveable furnishings and fixtures and ensures that all tasks are completed in accordance with applicable codes and manufacturers' recommendations.
- Responds to emergency calls during off-duty hours when there is an imminent threat to the safety of personnel or structural integrity.
- Installs, removes, and relocates, repairs, various finishes, furnishings, fixtures, and components to ensure performance.
- Installs, removes, relocates, repairs interior partitions, flooring, panels, suspended ceilings, counter tops, and moldings composed of various composite materials, wood, and metal.
- Assemble and repair items with a variety of joining techniques, use glues and adhesives to secure wood pieces, veneers, and counter tops; erect, disassemble, and relocate modular furniture; and interior shading assemblies.
- Patching, repair, replacement and installation of drywall and plaster wall and ceiling assemblies and accessories.
- Install, replace, repair, and open a wide variety of mechanical locks.
- Addresses existing or potential problems and makes recommendations to ensure systems and equipment meet the design and manufacturers' operating parameters.
- Orders and stocks carpentry and painting supplies and replacement parts to ensure availability for future needs.
- Assists in developing and executing testing and inspection checklists to ensure quality work by contractors and staff.
- Contributes to the safety program managed by the Post Occupational Safety and Health Officer (FM).

Maintenance

40% of time

- Performs preventative maintenance by inspecting, adjusting, and troubleshooting carpentry shop equipment by lubricating machines, changing and sharpening saw blades, and by adjusting drive belt tensions. Additional maintenance items include doors, windows, hardware, wall and floor coverings, sunshades, and blinds. Coordinates work with other trades.
- Incumbent performs routine maintenance on equipment by lubricating machines, changing filters, cleaning lines of hoses and spray applicators, air compressors motor, lines, and filters.
- Preventative maintenance includes inspections, repairs, and replacement opening caulking sealants to provide weather type seal to prevent moisture infiltration from exterior elements, smoke barrier and integrity of pressurization of interior spaces
- Provides routine inspection on all systems and prepares written reports on their condition, including all key performance indicators in conformance with the reporting requirements of the Overseas Buildings Operations (OBO) Annual Facility Condition Survey and Annual Inspection Summary.
- Assists in developing and executing a comprehensive preventive maintenance program for building assemblies, site features, equipment, and associated components.

Logistics**10% of time**

- Record and compile operational data, completing and maintaining forms, logs, and reports.
- Assists in preparing documents for maintenance, repair, and renovation, including soliciting and monitoring contractors.
- Escorts local contractors at post facilities when required.
- Incumbent is a designated money holder in accordance with 4 FAM 392.2 and is required to account for any advances within 24 hours of receipt. Incumbent is personally responsible to the Cashier for any funds received in advance.

****Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**